

21 May 1974

MEMORANDUM FOR: DDM&S Personnel

SUBJECT : Suggestions to the M&S Advisory Group

On 2 July 1973 the DDM&S established a Management and Services Advisory Group, composed of young officers from each of the Offices in the Directorate and the MG Career Service, to identify and study problems in the Directorate and discuss them informally with top management. As I have described it:

"The group has no formal production responsibility, nor is it intended to replace existing formal command channels. But it does give me a chance to hear informally what is on people's minds. I meet with the group at least once a month, or more often if they have something they want to say to me, and we talk candidly. I don't look to the MSAG to provide answers, but to raise questions. I have put all of the resources of the Directorate at their disposal and would like you to give them whatever help they need. I have taken the efforts of this group seriously; and I would like to use it as a means for anyone in the Directorate to communicate his ideas to the DDM&S."

A few of the issues MSAG has dealt with in the last few months are:

1. VIP Unit Pricing
2. Establishment of a Clerical Career Service
3. Expanded Commuter Service
4. Expanded external use of CIA displays
5. Clarification of office names and initialing
6. Publication of Promotions and QSI's as a means of recognizing employee performance.

SUBJECT: Suggestions to the M&S Advisory Group

The purpose of this memorandum is to give you the opportunity to consider issues you would like to raise with top management in DDM&S. If you have a topic or issue that you would like to bring to the attention of the MSAG, submit it in writing and mail it to MSAG, 7D18 Headquarters Building or, if you prefer, you may discuss the topic or issue with a MSAG member within your component. The topics or issues should not involve personal grievances. Currently, the MSAG consists of the following people:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
Medical Services		706 C of C	3247
Logistics		1104 Ames	3173
Training		426 C of C	2381
"MG" Career Service		5B2828 Hqs.	4158
Communications		2D0109 Hqs.	6731
Finance		4E12 Hqs.	7865
Joint Computer Support		GA0527 Hqs.	4311
Personnel		5E47 Hqs.	6302
Security		4E27 Hqs.	5365

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for
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